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Personnel

ASSIGNING SQUADRONS AND
IN-PROCESSING RETURNING CADETS

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: 34 SPTG/AIT (Joanne L. Schissel)
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This instruction implements AFPD 36-20, *Accession of Air Force Military Personnel*, by establishing procedures for reassigning third-class cadets to other squadrons and assigning new or re-entering cadets to squadrons. It applies to all USAFA activities responsible for cadet education. See [Attachment 1](#) for glossary of abbreviations and acronyms and terms.

It requires the collection and maintenance of information protected by the Privacy Act of 1974, authorized under Title 10 U.S.C. 9346, 9331 and E.O. 9397 System of Records Notice FO36USAFA K, Privacy Act Request File, applies.

SUMMARY OF REVISIONS

Updates definitions; changes effective date of third-class assignments from first day of transition period into the fall semester to the day after graduation (paragraph [3.](#)); [Table A2.1.](#), task dated 15 Mar, added 34 TRG/PE approval, and cadets must be in the squadron listed next on the database before spring break; reformats tables ([Attachment 2](#), [Attachment 3](#), and [Attachment 4](#)). An (|) indicates revisions from previous edition.

1. Responsibilities. The 34th Support Group Advanced Information Technology (34 SPTG/AIT) office develops squadron rosters for each new second class and each incoming class. Members of the 34th Training Wing Staff, Office of the Registrar (HQ USAFA/DFR), Directorate of Athletics (HQ USAFA/AH), and Directorate of Cadet Personnel (HQ USAFA/DPY) assist as needed.

2. Procedures. See [Attachment 2](#), [Attachment 3](#), [Attachment 4](#), and [Attachment 5](#)

3. Effective Date. The effective date of reassignment for the third class is the day after graduation. The cadet master computer records (History of Status of Cadet) is updated at same time by the program AIT

processes to complete final move of squadron shuffle. This changes the database to reflect cadet's new squadron.

4. Records Transfer:

4.1. The group air officer commanding (AOC) gives a copy of the reassignment order to each squadron AOC. The squadron AOC uses the order to annotate the new squadron on each cadet's record (CPR-II) name label. Prior to the transfer of records, AOCs will prepare AOC Evaluation of Cadet on every cadet. Remarks are required on the evaluations for any cadet on probation, top performers in the class, or any other cadet the AOC feels it is necessary to remark on. The evaluation will summarize the cadet's performance.

4.2. AOCs categorize records by squadron and hand-carry them to their group office for consolidation. Group administrative personnel distribute records to gaining groups who, in turn, distribute to gaining squadrons. Upon receipt of a new squadron alpha roster, each squadron AOC audits the records to ensure accountability.

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Commander, 34th Training Wing

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

AOC—Air Officer Commanding

CAMIS—Cadet Administrative Management Information System

Terms

Forced Cadets—Cadets who are assigned to squadrons manually and not through the Cadet Administrative Management Information System (CAMIS) assignment program. These include cadets requesting legacies (wishing to be assigned to the squadron a relative graduated from), Honor Reps (two per squadron) and specific cadets who have been selected for leadership positions (i.e., superintendents).

New or Re-entering—Initial entry cadets or those re-entering the Academy after an absence of a semester or more.

Reassignment—Each year all third-class cadets are “shuffled” to new squadrons for their remaining 2 years.

Attachment 2

REASSIGNING THIRD-CLASS CADETS TO NEW SQUADRONS.**Table A2.1. - Reassigning Third-Class Cadets to New Squadrons.**

| NLT Date | OPR | TASK |
|----------------------|------------------------|---|
| 15 Feb | 34 TRG/CG 1-4 | Submit lists of proposed forced moves (e.g., legacies, honor reps) to 34 TRG/CC for approval. |
| 28 Feb | 34 TRG/PE | Submit lists of forced cadets and squadrons to 34 SPTG/AIT. |
| 28 Feb | 34 TRG/CG 1-4 | Begin preparation of AOC Letters of Evaluation IAW Atch 4 and file in CPR-IIs. |
| 28 Feb | All Third-Class Cadets | Begin preparation of bios, to include evaluation of performance, strengths, weaknesses, leadership desires, career aspirations, hobbies, intramural preferences, achievements, etc., to AOC. |
| 10 Mar | 34 SPTG/AIT | Input forced list into CAMIS, produce tentative assignment list including "To SQ/From SQ" and "From SQ/To SQ" and "Alpha by SQ." Review list for homogenous distribution among squadrons relative to GPA, MPA, athletes, minorities, women, and foreign students. Ensure no siblings and no sound alike names are assigned to the same squadron. Check forced cadets for squadrons. Provide list to 34 TRG/CC for review. |
| 15 Mar | 34 SPTG/AIT | Input any changes, request final printouts, then print original of special orders after receiving list and approval from 34 TRG/PE. Get "MA" type orders number from 34 TRG/CCEA. They will give you the next number in sequence for "MA" type orders. Cadets must be in the squadron listed next on the database before spring break. |
| 15 Mar | 34 TRG/CC | Release assignment list. |
| 15 Apr | 34 TRG CS 1-36 | AOCs and cadet SQ/CCs forward welcome/introduction packages* to incoming cadets. Identify cadet sponsors. Invite new cadets to squadron social/open house. |
| 1 May | 34 TRG/CCE | Authenticate, publish, and make distribution of special orders. |
| 7 May | 34 TRG CS 1-36 | AOCs and fall SQ/CCs meet individually with incoming cadets and choose key two degree staff. AOCs notify incoming cadets of fall duty positions. |
| Day after graduation | AOCs | Squadrons transfer records (CPR-IIs and cadet bios) IAW para 4. to the Group. CPRIIs are held in the group office until 1 week before the cadet wing returns for fall semester. |

Packages should contain squadron patches, squadron goals and objectives, invitation to social function, schedule of briefings, etc.

Attachment 3

ASSIGNING SQUADRONS TO INCOMING CLASS.

Table A3.1. - Assigning Squadrons to Incoming Class.

| NLT DATE | OPR | TASK |
|---|-------------|---|
| | 34 SPTG/AIT | Input squadron assignment requests and other forced cadets, i.e., siblings, twins, same or sound-alike names. Using CAMIS, prepare initial squadron assignment lists. After receiving initial distribution lists, make changes as needed to balance squadrons. Attributes used for distribution are academic composite, minorities, athletes, prep school, re-entries, women, and foreign students (even number in squadrons). Ensure no siblings or sound-alike names are assigned to the same squadron. |
| 2 days prior to inproc- essing | 34 SPTG/AIT | Produce final squadron rosters. Notify HQ USAFA/DFR that assignments are completed. |
| 28 Jun | 34 TRG/CC | Publish orders provided by HQ USAFA/RR on new entrants to the fourth class and cadets returning as re-entries (new appointments) and make distribution. |
| ASAP | HQ USAFA/RR | Provide hard copy of orders to 34 TRG/CC for cadets returning as re-entries (cadets who received new appointments). |

Attachment 4

IN PROCESSING ALL REENTRIES

Table A4.1. - In Processing all Reentries.

| OPR | TASK |
|---------------|---|
| HQ USAFA/DPY | When confirmation is received by the Academy Board for approval or the cadet confirms desire to return, notify 34 TRG, 34 SPTG/AIT, 34 EDG, HQ USAFA/DFR, 34 TRW/CV, HQ USAFA/JA, HQ USAFA/RRS, HQ USAFA/XPR, and 10 ABW/FMFPP. The memorandum must stipulate what status the cadet is returning from i.e., a church mission or other ex-cadet program. Medical and administrative turnbacks are preapproved by the Superintendent prior to the cadet's return. |
| HQ USAFA/DPYQ | Upon approval to return, send memorandum to HQ USAFA/DFRR to request squadron assignments. If re-entries are in a class other than the new class, HQ USAFA/DFRR notifies 34 SPTG/AIT, 34 OG, 34 TRS/SPR, and ACFP to coordinate summer programs and any special handling required. |
| HQ USAFA/DPYQ | All returning turnbacks (medical and administrative) will report to HQ USAFA/DPYQ. HQ USAFA/DPYQ will initiate in-processing by providing each cadet with a re-entry checklist which they turn in to HQ USAFA/DPYQ, the last stop on the checklist. All other re-entries (cadets with new appointments) report to HQ USAFA/DPYQ. |

Attachment 5

SAMPLE LETTER OF AOC EVALUATION OF CADETS

**DEPARTMENT OF THE AIR FORCE
HEADQUARTERS 34TH TRAINING GROUP
USAF ACADEMY, COLORADO**

MEMORANDUM FOR GAINING AOC

Date

FROM: CS-xx

SUBJECT: AOC Evaluation of Cadets

- 1 Cadet Xxxxxxxx was ranked X of XX in the squadron.
2. Strengths: (Comment about what this cadet does best, i.e., wears uniform with pride, one of the best trainers in the squadron, physical fitness is this cadet's forte.)
3. Weaknesses: (Comment about observed shortcomings, i.e., consistently pressing the intent of instructions, needs to be told to get a haircut, academically challenged every semester due to study habits.)
4. Probation History: (Comment on unusual circumstances, attitude, and successes that aren't readily apparent from the **AOC Evaluation of Cadet** and the **Report of Conduct** form, etc.)
5. Future Leadership Recommendations: (Consider on abilities, i.e., ready for First Sergeant position now, groom for Wing Commander, needs lots of attention before assuming leadership position.)

6. Other Remarks: (General comments not covered above.)

SIGNATURE BLOCK, Rank, USAF

Commander, Cadet Squadron XX